

Roles and Responsibilities

This list is intended to be used as a guideline only, to help identify key players in the work force planning initiative
This model adapted from International Personnel Management Assoc.-Human Resources

Activity	Management	Human Resources	Supervisors	Finance	IT	Employee
Conduct strategic planning	✓	✓				
Conduct workforce planning	✓	✓	✓			
Develop strategies		✓				
Educate Employees on Key element of strategic plan	✓	✓	✓			✓
Design/chart organization	✓	✓				
Identify business functions			✓			
Conduct environmental scan		✓				
Assess/forecast demand		✓				
Assess/forecast supply		✓				
Analyze competency gap/surplus		✓				
Analyze workload gap/surplus		✓	✓			
Create staffing plans		✓	✓			
Identify competencies	✓	✓	✓			✓
Create development plans		✓	✓			
Implement development plans			✓			
Envision desired workforce	✓	✓	✓			
Measure results		✓				
Undertake process re-engineering			✓			
Assess efficiency/effectiveness			✓			✓
Conduct succession planning		✓				
Develop capabilities	✓	✓	✓			✓
Develop effective managers	✓	✓	✓			
Enable/evaluate performance	✓	✓	✓			
Share success-communication	✓	✓	✓		✓	✓
Develop retention strategies		✓				
Achieve diversity	✓	✓	✓			
Assess budget implications	✓	✓	✓	✓		
Coordinate strategic IT planning	✓				✓	